

Job Vacancy Notice

Job Title	Custodial Assistant
Job ID	25070
Location	Hostos Community College
Full/Part Time	Full-Time
Regular/Temporary	Regular

GENERAL DUTIES

Under supervision, performs work of ordinary difficulty in cleaning public buildings and their immediate grounds; performs related light labor.

There is no Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

- Sweeps, damp mops, and wet mops office floors, toilets, corridors, lobbies, and other assigned floor areas.
- Cleans washbasins and other toilet room facilities.
- Washes walls by hand with a brush or by using an electric machine.
- Scrubs floors with an electric machine; waxes and polishes floors.
- Hand scrubs stairs and stair landings.
- Empties waste basket and disposes of refuse.
- Vacuums and cleans rugs, carpets, and upholstered furniture.
- Dusts and removes and cleans window coverings such as blinds.
- Performs shoulder high dusting of walls.
- Dusts and polishes furniture and metal work.
- Cleans mirrors and glass in bookcase, doors, and restrooms.
- Washes electric light fixtures.
- Replenishes bathroom supplies in toilets.
- Sweeps sidewalks and removes snow from sidewalks; washes sidewalks and lower portion of buildings with brush and hose.
- Replaces bulbs and fuses.
- Attends a low pressure heating plant.
- May occasionally operate an elevator, move furniture, or act as watch person.

- Reports broken equipment.
- Observes safety and environmental health precautions as directed.
- Puts up safety warnings and/or stanchions for wet floors or other areas for limited access during cleaning.
- Sorts refuse for recycling.
- Cleans small kitchens and/or coffee service areas.

CONTRACT TITLE

Custodial Assistant

FLSA

Non-exempt

MINIMUM QUALIFICATIONS

There are no formal education or experience requirements.

There are certain medical and physical requirements as established by University management.

COMPENSATION

\$32,585*

\$35,811

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

IMPORTANT NOTICE: Employees hired on or after October 1, 2022, and their eligible dependents will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, employees will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day. Only after the 365th day can the employee participate in any Annual Fall Transfer Enrollment.

An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting a HIP HMO Opt-Out Request Form to EmblemHealth. An employee, or eligible dependent must meet certain criteria and the request must be approved by EmblemHealth before the exemption is granted. The HIP HMO Opt-Out Request Form and HIP service area are available on the EmblemHealth website.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Emplment at CUNY" and "Search All Postings"

Please attach resume and cover letter.

CLOSING DATE

December 31, 2022.

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA /Vet/Disability Employer.
